

## **Seward County CASA (SCCASA) Program Board of Directors' Responsibilities**

The SCCASA Board of Directors carries out the aims and purposes of the Program, promotes its programs, upholds the Program's Standards and Code of Ethics, and manages and controls all of its property and assets.

**COMPOSITION:** The Board consists of not less than eleven nor more than fifteen members. The Board includes the officers (Chair, Vice Chair, Secretary and Treasurer) who are elected by voting members. The Board is composed of individuals from the corporate and non-profit sectors, volunteer CASAs, representatives of Seward County Board of Commissioners, and shall be culturally and ethnically diverse. Officers serve a one-year term.

**TERM OF OFFICE:** Board Members serve two-year terms with no limit on number of terms as long as they are members in good standing.

**ORIENTATION:** An orientation is provided for new Board Members.

**TIME COMMITMENT:** The Board of Directors meet monthly, usually the first Monday. Board meetings normally start at 6:00 pm and last one full hour. Additional time depends on Board Committee involvement. Board committees meet in person.

**BOARD COMMITTEES:** The Board may designate and appoint one or more standing or temporary committees. The President appoints committee Chairs, and the members of a committee are appointed by the Chairperson. Current Standing Committees of the Board are: (1) Resource Development, (2) Policy, Procedures and Program Evaluation, (4) Public Relations and Marketing, and (4) Nomination and Recruiting.

**COMPENSATION:** Board Members of the program serve in a voluntary capacity.

**FINANCIAL COMMITMENT:** Board members must make a personal financial contribution to the SCCASA program annually. If you so desire, you may have a membership with the State CASA Association and the National CASA Association.

**DOCUMENTATION:** Criminal records checks are conducted on all Board Members.

### **Additional Responsibilities of SCCASA Board Members:**

To commit to furthering the goals and objectives of SCCASA by actively participating in meetings, serving on committees, advising staff, keeping apprised of pertinent issues, responding to the CASA volunteer's concerns, and making themselves available when called upon to assist with the program's endeavors.

To take a leadership role in promoting the CASA concept and in addressing issues before the Board.

To set policy and direction for the SCCASA staff to implement.

To participate in long and short term planning to ensure that the SCCASA's policies and activities are moving SCCASA closer to the goal of a CASA for every abused and neglected child who needs one.

To provide fiscal oversight and accountability to ensure that SCCASA resources are used wisely and consistent with federal and private funding requirements. To assist in public and private resource development activities.

TO KEEP SCCASA FOCUSED, IN ALL OF ITS POLICIES AND ACTIVITIES, ON WHOM THE ULTIMATE RECIPIENT OF OUR SERVICES AND THOSE OF THE CASA NETWORK IS: THE CHILDREN.

**Involvement with the Legal/Welfare System**

Board of Directors must immediately notify the program if he/she is charged with or convicted of a criminal offense, or becomes involved in any other court proceeding which might cause a conflict of interest or adversely affect the Board of Director's ability to effectively serve on the board. This includes notifying the program if the Board of Director or any member of the Board member's immediate family becomes involved in a case with allegations of child abuse or neglect. Seward County CASA Program reserves the right to perform background checks on Board of Director's at any time.

**Conflict of Interest Statement**

No member of the SCCASA Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the SCCASA. Each individual shall disclose to the SCCASA any personal interest which he or she may have in any matter pending before the SCCASA and shall refrain from participation in any decision on such matter.

Any member of the SCCASA Board, any Committee, Staff of SCCASA, SCCASA Volunteer, shall refrain from obtaining any list of donors for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

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Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the SCCASA which has resulted or could result in person benefit to me.
  
- 2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the SCCASA.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the SCCASA.

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Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

**Oath of Office for Board Members:**

I solemnly promise... that I will preserve, protect, defend, and promote...the Seward County Court Appointed Special Advocate Program...to enhance the integrity and professionalism of its members... in their responsibilities as children's advocates... to ensure that each child's right...to a safe, permanent home...is acted on by the court...in a sensitive and expedient manner."

Revised 1/31/2007